

**Regular Meeting  
of the Town Of Ignacio Board of Trustees  
Wednesday, July 20, 2016**

**WORK SESSION:**

Mid-Year Financial Review: Administration operations are over budget 106% in part, due to the fraud earlier this year and Mark's salary, in Contract Labor, was not budgeted. The manager's salary was budgeted at \$80,000 plus benefits. Town Manager's salary includes vacation, sick leave, holiday and insurance as part of the benefit package. The revenue is strong, sales tax is up due to the new grocery store and the Family Dollar; County sales tax is down. Expenditures over budget include: Audit expenses: Mandatory Retirement report cost extra; IT over budget due to new server, IT services are being contracted out, the internet line was not paid for in 2015, had to pay for two years, renewed the Fastrack contract for one year at a higher cost than a three-year contract. Other areas over budget include printing, bank services charges and debt payment higher than budgeted. Engineer services budgeted for 2015 were paid in 2016. Public Safety is under budget. Mr. Garcia explained he will begin using the town vehicle and maintain 25-30 hours per week to cut costs. Under the Public Safety gaming grant for \$167,000, more expenditures have to be reported.

Public Works is over budget due to the three months' severance paid to the previous Director; overtime is over budget due to Jeremy and Stan on call every weekend; equipment rental to hang banners. Cost to buy a lift is \$7000; the Town rents one 6 times a year at \$130 for half day. Charging a fee for banners was briefly discussed.

In the Utility funds, Water Fund: average monthly revenue is \$18,500 vs. \$18,000 expense. The Water Fund will go over budget due to repairs and supplies needed. Gas Fund: \$57,000 vs. \$30,000, next year smart registers are needed 50 @ \$210 each for 2016, 472 needed; Sewer Fund: \$38,000 vs. \$41,200; Training will be over budget. Irrigation is in the red, debt payment made monthly but revenue is received May-September. There was an increase in water rights from the BIA.

At the auditors' direction, the sales tax revenue (November and December, \$183,000 received in 2016) was posted to the year earned (2015) instead of received; this was also done for Mr. Garcia's Contract Labor costs of \$12,000 for the month of December and other employees' wages and benefit allocations. These revenues and expenses were moved to 2015, which decreased the ending fund balance in the General Fund.

Mr. Garcia discussed changes in Public Works Dept., offering the two full time seasonal employees full time permanent positions with job title of Maintenance Worker I; once they met the requirement to live within the on-call 30-minute response time. This would make the Department fully staffed. Change job titles and descriptions is planned; the Director would handle the gas regulations responsibilities to maintain compliance, while the others sharing common responsibilities. A Foreman position would be implemented, offering that to Stan Cox, developing a chain of command. CDL, training and costs were briefly discussed. With the Board having no opposition, Mr. Garcia will proceed with the recommendations.

Removing the fuel tanks at the shop was discussed at length: compliance with cathodic protection testing (\$1500); keeping and maintaining them; cost of removal of the tanks

(\$7500), dealing with the possibility of contaminated soils and the alternative to use fuel cards. This is not budgeted but funds may be available in the capital improvement fund. With the Board's approval to remove the fuel tanks, staff will correspond with EPA of the Town's intention.

**I. CALL REGULAR MEETING TO ORDER: PLEDGE OF ALLEGIANCE AND ROLL CALL:**

Mayor Stella Cox called the Regular Meeting to order at 7:13 p.m. **Trustees Present:** Lawrence Bartley, Edward Box, III and Dixie Melton. **Staff:** Mark Garcia, Interim Town Manager; Georgann Valdez, Town Clerk; Diana Briar, Town Treasurer; Dan Naiman, Community Development Coordinator; Kirk Phillips, Chief of Police and Jeremy Schultz, Public Works Director. Audience: Carol McWilliams from Pine River Times.

**II. PUBLIC COMMENT: None**

**III. CONSENT AGENDA:**

- A. Regular Town Board Meeting Minutes of June 15, 2016**
- B. Financial Records – Check Register for June**

**Trustee Box moved to approve the items under the Consent Agenda. Trustee Melton seconded. The motion passed by unanimous voice vote.**

**IV. UNFINISHED BUSINESS:**

- A. Hinton Burdick Auditor Report: Accept/Adopt: Trustee Bartley moved to accept the 2015 Audit Report as prepared by HintonBurdick CPA & Advisors. Seconded by Trustee Melton. The motion passed by unanimous voice vote.**

**V. NEW BUSINESS:**

- A. Wells Liquor South Liquor License: Trustee Melton moved to approve the Wells Liquor South Liquor License. Trustee Bartley seconded. The motion passed by unanimous voice vote.**
- B. Wells Liquor Wine Tasting Dates: Questions from the Board were answered. Trustee Box moved to approve the Wells Liquor Wine Tasting Dates for 2016 once the Certificate of training was attached to the application. (7:24 Trustee Atencio arrived) Trustee Melton seconded. The motion passed by unanimous voice vote.**
- C. Bank Change Recommendation: Service charges at Wells Fargo are high averaging \$350-\$400 month. Finance Officer Diana researched services fees charged by Community Bank and First National Bank and found a substantial savings. Both banks have branches in Bayfield and discussion regarding getting the deposits made daily was a concern, liability to the employee making the deposit and the liability to the Town. Credit Cards, Fraud Protection, and gas cards were addressed. Ms. Briar is recommending Community Bank. The Board would like a procedure clarifying the daily deposits. Tabled till next meeting.**

- D. Reappointment of Town Offices: Trustee Bartley moved to reappoint the Town Officers: Town Clerk Georgann Valdez; Town Treasurer Diana Briar; Chief of Police Kirk Phillips and Town Attorney David Liberman. Trustee Melton seconded.** Mr. Garcia explained that the Attorney is under contract, as is the Judge (with the appointment later in the Agenda). He explained the difference between officers and contracted employees. Following a brief discussion, **the motion passed by unanimous voice vote.**
  
- E. Resolution 05-2016 Municipal Court Judge Appointment: Trustee Bartley moved to approve Resolution 05-2016, the Municipal Judge appointment. Trustee Atencio seconded. The motion passed by unanimous voice vote.** Mr. Garcia recommended paying Ms. Harrison \$200 for July for her preparation for the court, although there was no court held. In the future, the fee is not paid if court is canceled.

**VI. STAFF REPORTS:**

- A. Police Report:** Farmer's Fresh Market requested a street closure on Pioneer on Friday-Saturday for a chicken/brisket cook off during San Ignacio Fiesta. Two police cars sold \$3325 and \$2800 on the surplus site. Police cars responding to a call was questioned and discussed.
  
- B. Public Works:** Line striping done; street paving complimented by Trustee Atencio. Staff report thorough. \$20,000 budgeted for street repairs, work was briefly discussed.
  
- C. Treasurer: Nothing more to report**
  
- D. Community Development Coordinator:** Two public service announcements: Eileen Wasserbach from SUCAP is looking for a host family for a foreign exchange student for the school year. Dr. Fuschetto is looking for rentals for newly hired teachers; Mural will be hung at the flower shop in the near future.
  
- E. Town Manager:** Mr. Garcia went over the grants: Utility Mapping grant, DCI Grant, the gas line replacement grant and the capital improvement grant. On the utility mapping grant, the Town had filed for an extension and the State did not extend the grant. He met with Ken Charles, our DOLA representative to discuss changes and discovered the extension was missed. We are waiting to hear if they are going to reissue the grant as funds were previously appropriated. This was a joint project with the Tribe; the Tribe has not signed the contract so we are looking to change the mapping project to be done by the private sector, with the State's approval. We have found a local engineering firm that can do the work for half the costs, if and when the State re-appropriates the funds. It was suggested to write a letter to the Tribe stating the funds have been seized by the State.

Gas Pipeline Replacement Grant (Phase 4): Presented to grant committee today in Salida. Funding could be a factor; if funded the project could be bid soon.

DCI Downtown Branding Grant: RFP is out, get project moving. Spoke on the branding, marketing, \$50,000 in funding. Board representation to review the RFP proposals; Bart and Edward, Sandra were possibilities. Time is not critical; we need to identify the stakeholders.

Capital Improvement Grant: Talked with Ken Charles; we have received approval but are not under contract. This grant looks at all infrastructures and has a rate analysis component. The Tribe has been lax in responding for information on water and sewer rates. A brief discussion regarding water rights followed.

Sales Tax exemption issue will be reported in Durango Herald.

- VII. TRUSTEE REPORT:** Trustee Atencio questioned Ms. McWilliams from the Pine River Times regarding the last article written quoting him about the Town's code on the Town's Website.
- VIII. MISCELLANEOUS:** August meeting scheduled with LPC Commissioners; LPC Economic Alliance will hold a public meeting in the Town Board Room July 27 regarding the proposed airport expansion. San Ignatius Fiesta is Saturday, July 30; Trustee Box would like the Board's representation in the parade. He suggested they dress to the theme 'Life's Shining Moments', representing the tri-ethnic community. The Board is accepting contributions for candy.
- IX. ADJOURNMENT:** Being no further business before the Board, Mayor Stella Cox adjourned the meeting at 8:46 p.m. The next regular meeting will be August 17, 2016, at 7:00 p.m. with a work session prior to the meeting in the Abel F. Atencio Community Center at 540 Goddard Avenue.

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**Stella Cox, Mayor**

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**Date**

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**Attest: Georgann Valdez, Town Clerk**